

# TOWN OF CONCORD

## PUBLIC HEARING SUBMITTAL OF ELECTRONIC PRESENTATION MATERIALS

The following process has been developed with the goal of facilitating electronic presentations at Public Hearings. The desired outcome is a presentation that meets the goals of the Meeting in terms of clarity of message and efficient use of time.

### PUBLIC HEARING PRESENTATION SUBMITTAL

- All materials submitted to the Town must include contact information for the person responsible for the presentation in the body of the email including email address and phone number, or as a separate sheet of paper if submitted on CD.
- **The Article title and number should be indicated at the top of each page of your presentation. Also, the first and last slide of the presentation should be the Article itself.**
- Please note there is a 25 mb limit on e-mail size (increased from 10 mb last year), thus presentation files must be smaller than 25 mb to be successfully delivered via email. Microsoft PowerPoint, Adobe PDF and Open Document Presentation files are all supported file formats.
- **All presentations must be titled using the Article # and Article name as the filename** (for example: Article 3 Meeting Procedure.ppt) and should use the TOC Electronic Presentation Template format. (See the PowerPoint template entitled **Electronic Presentation Template** at [http://www.concordma.gov/pages/ConcordMA\\_BOS/elect\\_pres\\_guide.PPT](http://www.concordma.gov/pages/ConcordMA_BOS/elect_pres_guide.PPT)) Note: Town Staff should use a different template with the appropriate seal on it.
- Final presentations must be submitted at least **48 hours prior to the public hearing session** at which it may be used. See specific deadlines on next page for each hearing. This will allow time for review of any technical issues that may arise during installation on the Town's PC. If a presenter would like to view the information after it is installed on the Town's equipment, he or she should indicate this request when delivering the information to the associated staff person. Staff will then schedule a time with the presenter to do this.

Once Sean Dugan receives the presentation, it will be installed on the Windows laptop that will be used during the public hearings. It will be tested to ensure it opens properly. The laptop will be placed in the Hearing Room by 5:30 each day that a Public Hearing is held. There, you may perform a walk-through of your final presentation between 5:30 and 6:45 p.m. **For Public Hearing efficiency, please do not expect to be able to walk through, or revise, your presentation in the last 15 minutes before the hearing.** Also, to promote Public Hearing efficiency, **no individual personal laptops may be connected or used for public hearing presentations.**

Town staff is required to run all slides at the public hearings. If you would like to provide a script for your presentation narrative with your presentation, indicating when you would like each slide changed, rather than having to signal the projection personnel to change the slide during your presentation, you may do so. Many presenters find this makes for a smoother presentation.

All presentations for public hearings must be submitted, via e-mail, on a USB drive, DVD-R or CD-R (avoid CD-RW) to:

Public Information Officer Sean Dugan via e-mail at [sdugan@concordma.gov](mailto:sdugan@concordma.gov) or delivered on a PC formatted disk or CD-R (no CD-RW) directly to his office at the Concord Town House, 22 Monument Square. Sean Dugan can be reached by phone at 978 318-3052.

**Finance Committee Public Hearing – Monday, February 1, 2016 regarding Town Budget and Articles Including Capital – send information to: **Submit by Saturday, January 30, 2016 11:59 p.m.****

**Finance Committee Public Hearing – Wednesday, February 3, 2016 regarding School Budget & Articles and Community Preservation Committee Articles – send information by: **Submit by Monday, February 1, 2016 11:59 p.m.****

**Board of Selectmen Public Hearing – Monday, February 8, 2016 – send information by: **Submit by Saturday, February 6, 2016 11:59 p.m.****

**Planning Board Public Hearing – Tuesday, February 9, 2016 – send information by: **Submit by Sunday, February 7, 2016 11:59 p.m.****

**Finance Committee Public Hearing – Monday, February 29, 2016 regarding Enterprise Funds Budgets & Articles – send information by: **Submit by Saturday, February 27, 2016 11:59 p.m.****